



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

ADMINISTRATIVE SERVICES COMMITTEE

WEDNESDAY, MARCH 18, 2009

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Approval of Minutes dated February 4, 2009 (previously distributed)
5. Public Participation
6. Overview of Risk Management and Safety Department/
John Anderson, Director
7. New Business
8. Public Participation
9. Adjournment

MEMBERS: Vosburg-Chair, Sauger-Vice-Chair, Brown, J. Flynn, Mijac, Szczepanski, Camphous-Peterson, Accavitti, Lampar and Gielegthem (ex-officio)

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Toni Mocerri - District 4
Susan L. Doherty - District 5

Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Ken Lampar - District 10
Ed Szczepanski - District 11

James L. Carabelli - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15
Carey Torrice - District 16

Paul Gielegthem
District 19
Chairman

Kathy Tocco
District 20
Vice Chair

Joan Flynn
District 6
Sergeant-At-Arms

Ed Bruley - District 17
Dana Camphous-Peterson - District 18
Irene M. Kepler - District 21
Frank Accavitti Jr. - District 22

William A. Crouchman - District 23
Michael A. Boyle - District 24
Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26

Overview of the Risk Management and Safety Department

**1 South Main Street
Administration Building – 8th Floor
Mt. Clemens, MI 48043
Phone: (586) 469-6349
Fax: (586) 469-7902**

Employees:

**John P. Anderson, Esq. – Director
Shirley Thomas – Risk Management & Safety Aide
Michelle LaBelle – Senior Secretary
Safety Specialist – Currently Vacant**

In a nutshell, Risk Management is focussed on the Prevention, Reduction, and Avoidance of liability exposures and safety risks.

The Risk Management & Safety Department only consists of four employees yet is responsible for a remarkable amount of important services and functions. These services and functions are highlighted below:

- **Administers the General Liability Insurance Program, Fiduciary and Crime Policies**
- **Administers the Property Insurance Program, which insures over \$260,000,000 in assets**
- **Administers the County's Michigan Workers' Compensation Excess Liability Insurance Program**
- **Administers the County's Michigan No-fault Auto Insurance Program, which consists of more than 350 vehicles**
- **Employee Notary Bonds – Order and Process**
- **Reviews all County Contracts**
- **Contract Manager and RFP Coordinator for all Employee Benefits**
- **Account Manager for the Medicare Part-D Drug Subsidy Program**
- **Emergency Evacuation Fan-Out Procedures – Update as needed**
- **Assist with MIOSHA investigations, follow-up with department heads, MIOSHA directives and coordinate response**
- **Performs Work-Site Safety Inspections and Ergonomic Evaluations, and Americans with Disabilities Act Compliance**
- **Oversight of Risk Management's County Training of Personnel for Blood-borne Pathogens, AED, CPR, etc.**
- **Drivers License Checks via the Michigan Secretary of State Subscription Service**
- **First Aid Supplies Coordinator**
- **Performs Loss Control Inspections at all County Facilities**
- **Administers Employee Wellness and Healthstyles Committee, including website, newsletter and Employee Wellness incentive programs**

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